

May 11, 1955

25X1A9a

Memorandum of Telephone Conversation with [] Chief, Processing and Records Division, Personnel, ext. 2901 on 10 May 1955.

25X1A9a

25X1A9a

1. I presented the [] case to [] as a hypothetical and told him of my earlier discussion with []. He recognized the case. His comments follow.

25X1A9a

25X1A9a

2. [] has been given delegated authority by the Assistant Director for Personnel to sign all interagency transfer actions among all his other duties. Consequently, unless one slipped around him, he would be aware of, and would be the authorizing official in all cases of interagency transfers.

3. He explains the transfer procedure as follows. (A similar procedure is followed for all appointment actions.)

a. The appointee is notified by letter or by telephone of his reporting date, and that his travel and that of his dependents and the transporting of his household effects is authorized.

b. Prior to telephone or writing to the appointee the appointment clerk would verify that in the files set up on the appointee there exists a standard form 52 and a travel order completely filled out but not signed. The date of the appointment would be the day following the appointee's leaving his former job. He is usually directed to commence travel on that day. This assures continuity of service even though the appointee does not draw salary through the travel period but per diem and expenses only.

25X1A9a

c. When the individual enters on duty in Washington and signs his appointment affidavit, [] signs the travel order and the standard form 52. This signing would always take place after the effective date of the appointment in a transfer case.

25X1A9a

25X1A9a

4. [] said that in the [] case he was concerned about two factors.

25X1A9a

a. Whether [] was a "regular employee" of the Post Office Department so as to make it possible to consider this an interagency transfer.

25X1A9a

b. Whether payment for [] travel could be made despite lack of continuity of service (despite the return of the lump-sum leave payment [] is not considered as having been in continuous service).

25X1A9a

25X1A9a

5. [] stated that under Public Law 600, as amended by Public Law 830, he would have no hesitancy in issuing a travel order at this late date if the case were otherwise in order. *he had a memo from OGC stating:*

25X1A9a

- a. ^{25X1A9a} ~~if~~ [redacted] of the Post Office Department said
[redacted] status was such as to authorize transfer.
- b. ~~if~~ GAO stated the circumstances of ^{25X1A9a} [redacted] case either
indicated continuous service or nevertheless authorizes
payment of travel, etc.

^{25X1A9a} [redacted]

Office of the General Counsel

May 10, 1955

Memorandum of Telephone Conversation with [redacted] 25X1A9a

of Plans Staff, Personnel, ext. 8146 on 10 May 1955

. I presented the 25X1A9a [redacted] case to [redacted] 25X1A9a as a hypothetical. Her comments follow.

2. As a matter of general government practise a refunded lump-sum leave payment does not bring about continuity of service.

3. Even in the case of an "interagency transfer" where continuous service is involved the usual agency practise has been to pick up the individual as a new appointee under an excepted appointment, using Standard Form 52.

4. About a dozen cases a year are handled in the above fashion. No transfer order is issued. In any case where an individual has prior federal service, his personnel records and leave balances are requested of former employing agencies. So such a request may not be regarded as peculiar to "transfers".

5. The appointment action is usually completed and approved at the time the employee enters on duty. I queried [redacted] 25X1A9a as to the authority for issuing a travel order prior to travel if the appointment action was not issued until after travel. She could not answer this question and referred me to [redacted] Chief, Processing and Records Division, Personnel, ext. 2901.

25X1A9a

25X1A9a

[redacted]
Office of the General Counsel